

Coordinate Activities With Staffs



Terminal Learning Objective

Action: Identify the tactical staff duties and responsibilities of coordinating, special, and personal staff officers from battalion through division level.

Conditions: Given information on staff duties and responsibilities, from both readings and instruction in a classroom environment and given a closed book test on the staff duties and responsibilities.

Standard: Correctly identified the staff duties and responsibilities, with an 80 percent accuracy rate, in accordance with FM 101-5.



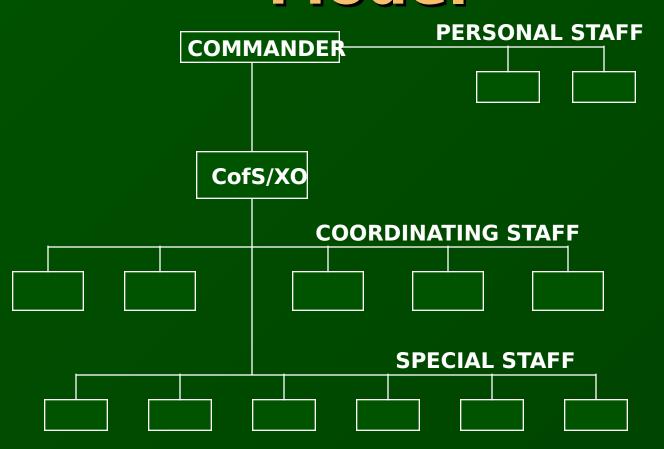
Role of the Staff



Basic Staff Structure Model



Basic Staff Structure Model





Duties of the Chief of Staff

- Directs staff tasks
- Conducts staff coordination
- Ensures efficient and prompt staff response
- Oversees coordinating and special staff officers
- Authority for executive management of coordinating and special staff officers



Coordinating Staff's General Duties and Responsibilities

- Coordinate and supervise the execution of plans, operations, and activities
- Authority is limited to advising, planning, and coordinating actions
- Coordinate with and integrate special staff officers into operations
- Provide timely and accurate recommendations to the commander
- Request and receive information and recommendations from special staff officers



The Special Staff

- Duties vary at each level of command
- Organized according to functional areas
- May be a unit commander
- Usually have areas of common interest and habitual association with a coordinating staff section



The Personal Staff

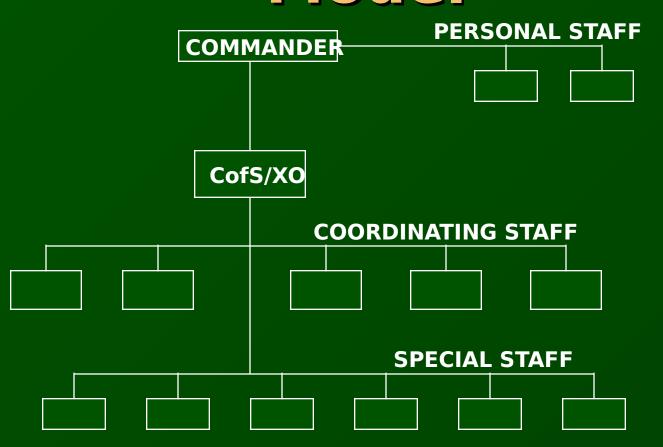
- Work under the commander's immediate control
- May also serve as special staff officers as they coordinate actions and issues

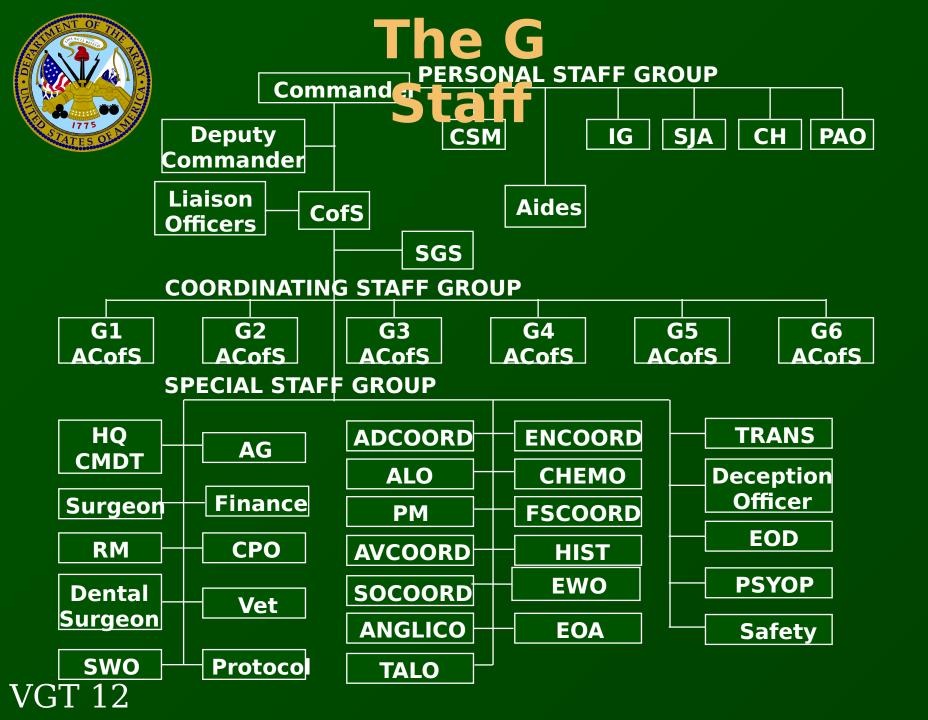


Staff Models



Basic Staff Structure Model







The S Staff





Common Responsibilities and Duties of Staff Officers

- Advising and providing information to the commander
- Preparing, updating, and maintaining estimates
- Making recommendations
- Preparing plans and orders
- Monitoring execution of decisions
- Processing, analyzing, and disseminating information
- Identifying and analyzing problems
- Conducting staff coordination
- Conducting training
- Performing staff assistance visits
- Performing risk management
- Conducting staff writing
- Performing staff administrative procedures
- Supervising staff section and staff personnel



The Coordinating St



Responsibilities and Duties of the A C of S G1 (S1) Personnel

- Manning
- Health and personnel service support
- Headquarters management
- Staff planning and supervision
- Coordination of staff responsibility for special staff officers.
- Coordination of staff responsibility for personal staff officers.



Responsibilities and Duties of the A C of S G2 (S2) Intelligence

- Military intelligence
- Counterintelligence
- Security operations
- Staff planning and supervision over the special security office
- Intelligence training
- Coordination of staff responsibility for the staff weather officer



Responsibilities and Duties of the A C of S G3 (S3) Operations

- Training
- Operations and plans
- Force development and modernization
- Staff planning and supervision
- Coordination of staff responsibility for special staff officers



Responsibilities and Duties of the A C of S G4 (S4) Logistics

- Logistics operations and plans (general)
- Supply
- Maintenance
- Transportation
- Services
- Staff planning and supervision
- Coordination of staff responsibility for transportation officer



Responsibilities and Duties of the A C of S G5 (S5) Civil- Military Operations

- Civil-military operations (CMO)
- Staff planning and supervision



Responsibilities and Duties of the A C of S G6 (S6) Signal

- Signal operations
- Automation management
- Information security
- Staff planning and supervision



Special Staff Officers

G1
AG
CPO
Dental Surgeon
Finance
Surgeon

NOTE: Chaplain IG PAO SJA

G2 swo CofS
Hqs Cmdt
SGS
RM

G4Trans Off

G5

G6

G3 ADCOORD ALO ANGLICO Cmdr AVCOORD CHEMO Deception Off EWO ENCOORD EOD FSCOORD LNO PM **PSYOP Off** Safety Off **TALO**



Responsibilities and Duties of the Special Staff Under the Chief of Staff

- Headquarters Commandant
- Secretary of the General Staff (SGS)
- Resource Manager/Comptroller



Responsibilities and Duties of the Special Staff Under the G1 (S1)

- Adjutant General (AG)
- Civilian Personnel Officer (CPO)
- Dental Surgeon
- Finance Officer
- Surgeon



Responsibilities and Duties of the Special Staff Under the G2 (S2)

Staff Weather Officer (SWO)

- Air Force Officer
- SWO normally at Division & Corps level
- Specific Responsibilities



Responsibilities and Duties of the Special Staff Under the G3 (S3)

- Air Defense Coordinator (ADCOORD)
- Air Liaison Officer (ALO)
- Air & Naval Gunfire Liaison Company (ANGLICO) Commander
- Aviation Coordinator (AVCOORD)
- Chemical Officer (CHEMO)
- Deception Officer
- Electronic Warfare Officer (EWO)
- Engineer Coordinator (ENCOORD)
- Explosive Ordnance Disposal (EOD) Officer
- Fire Support Coordinator (FSCOORD)
- Liaison Officer (LNO)
- Provost Marshal (PM)
- Psychological Operations (PSYOP) Officer
- Safety Officer
- Theater Airlift Liaison Officer (TALO)



Responsibilities and Duties of the Special Staff Under the G4 (S4)

Transportation Officer:

- Plans and Supervises
- Monitors movements
- Coordinates transportation



The Personal Staff

- Command Sergeant Major (CSM)
- Aide-de-Camp
- Chaplain
- Inspector General (IG)
- Public Affairs Officer (PAO)
- Staff Judge Advocate (SJA)



Summary

- Role of the Staff
- Basic Staff Structure
- (G)/(S) Staff Models
- Common Staff Tactical Responsibilities and Duties
- Specific Staff Tactical Responsibilities and Duties
 - Coordinating Staff
 - Special Staff
 - Personal Staff